

# M S D P



## MANAGERIAL SELECTION DEMONSTRATION PROJECT

OFFERING EQUAL EMPLOYMENT OPPORTUNITIES TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

**THIS IS A CALTRANS PROMOTIONAL EXAMINATION IN WHICH LATERAL CANDIDATES ARE ENCOURAGED TO APPLY.**

### **EXAMINATION ANNOUNCEMENT**

THIS EXAMINATION IS FOR DESIGNATED MANAGERIAL POSITIONS AND WILL BE CONDUCTED UNDER THE SELECTION PROCESS OF THE STATE PERSONNEL BOARD'S DEMONSTRATION PROJECT AUTHORITY.

CLASSIFICATION: **STAFF SERVICES MANAGER III**

POSITION: **OFFICE CHIEF, RESOURCE MANAGEMENT**

SALARY: **\$6334 - \$6984**

LOCATION: **SACRAMENTO**

FINAL FILING DATE: **JULY 5, 2006**

### **DUTIES/RESPONSIBILITIES**

Under the general direction of the Chief Engineer of Project Delivery and the general direction and direct report of the Chief, Division of Project Management, the Office Chief, Resource Management provides leadership responsibilities for planning, organizing, and managing activities of staff related to the development, management, and implementation of the statewide Capital Outlay Support (COS) budget and administrative issues. The Program includes the Divisions of Construction, Design, Environmental, Right of Way, and Project Management, which totals 10,815 personnel years and represents 50 percent (or 21,651 personnel years) of the Department of Transportation. Responsibilities include, but are not limited to:

- Directs the development implementation, and reporting of the \$1.6 billion COS budget allocation by ensuring all resources are identified, budgeted and expended in accordance to the budget requirements. This includes developing methodologies to allocate consistent with the Program Level Action Plan (PLAP) and to produce financial and statistical data reports leading to program budget allocation and expenditure decisions to upper level management.

- Administers the development and implementation of financial strategies and policies to resolve statewide program allocation and funding issues involving various fund types including State, Federal, Toll, Bond, Reimburse, Specialty Funds, etc. This includes leading and coordinating program functional managers to prepare the Budget Change Proposals (BCPs), Finance Letters (FLs) and Budget Revisions to obtain additional resources due to change in law and/or program requirements that have statewide and servicewide impact.
- Administers the development and implementation of the PLAP for COS in coordination with the Department's strategic growth plan by working closely with program managers. This includes implementing new strategies and objectives into the existing plans; generating reports to validate and measure COS level of performance; and establish systems to compile, track and report these performance levels that have servicewide impact on the Department.
- Serves as a member of the Department's Financial Policy Committee with representatives from Budgets, COS Local Assistance, Planning Traffic Operations and Maintenance to provide input and advice to the Financial Policy Board which includes the Department's Chief Financial Officer and department deputies. Fiscal issues relating to, but are not limited to, departmental overruns, BCP and FL policies, criteria and selection; and general allocations, (e.g., off the tops and efficiency reporting).
- Provides managerial oversight and maintains liaisons with delegated authority to advise and support program managers on issues related to administrative functions including personnel, facilities, space and purchasing by providing a "one-stop", shop to increase efficiency in conducting daily business.

### **MINIMUM QUALIFICATIONS**

Applicants must have a permanent civil service appointment with the Department of Transportation and meet the following qualifications by the final file date in order to participate in this examination.

#### **Either I**

One year of experience in the California state service performing the duties of a Staff Services Manager II (Supervisory) or Staff Services Manager II (Managerial).

#### **Or II**

One year of experience in the California state service performing analytical staff duties of a class with a level of responsibility not less than that of Staff Services Manager II (Supervisory) or Staff Services Manager II (Managerial). **and**

Current employment in a class with a level of responsibility not less than that of Staff Services Manager II (Supervisory) or Staff Services Manager II (Managerial).

#### **Or III**

Two years of experience in the California state service performing the duties of a Staff Services Manager I.

#### **Or IV**

**Experience:** Five years of increasingly responsible management, personnel, fiscal, planning, program evaluation, or related analytical experience which shall have included the preparation of reports and the presentation of recommendations to management beyond the trainee level, at least two years of which must have been in a supervisory capacity. [Experience in the California state service applied toward this requirement must include two years performing the duties of a class with a level of responsibility not less than that of Staff Services Manager II (Supervisory) or Staff Services Manager II (Managerial).] (In appraising experience more weight will be given to the breadth of pertinent experience and the evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of the experience.) **and**

**Education:** Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

### **KNOWLEDGE AND ABILITIES**

**Knowledge of:** Principles, practices, and trends of public and business administration, including management and supportive staff services such as budget, personnel, management analysis, planning, program evaluation, or related areas; principles and practices of employee supervision, development, and training; program management; formal and informal aspects of the legislative process; the administration and department's goals and policies; governmental functions and organization at the State and local level; department's equal employment opportunity objectives; and a manager's role in the equal employment opportunity program and the processes available to meet equal employment opportunity objectives.

**Ability to:** Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; review and edit written reports; utilize interdisciplinary teams effectively in the conduct of studies; manage a complex Staff Services program; establish and maintain project priorities; develop and effectively utilize all available resources; and effectively contribute to the department's equal employment opportunity objectives.

### **POSITION SPECIFIC QUALIFICATIONS/EVALUATION CRITERIA**

In addition to the minimum qualifications listed above, the following position specific qualifications will be evaluated:

- Demonstrated ability to manage a budget monitoring process; including knowledge and involvement in the management of personal services and operating expenses, across multiple programs and funding sources.
- Demonstrated knowledge in the state budget process.
- Demonstrated knowledge in the state contracting process.
- Demonstrated experience in examining existing policy, seeking new and more efficient ways of conducting business, strategic planning process, performance plans, and measures.
- Demonstrated knowledge and ability to effectively lead and supervise, direct and manage an office of professional staff.
- Demonstrated experience in developing and sustaining cooperative relationship with both internal and external to the partners.
- Demonstrated knowledge and ability in developing and delivering presentations to an audience.

### **EXAMINATION INFORMATION**

This examination process provides for position specific examining and selection of the most qualified managerial candidates. Job-selection criteria specific to each position and consistent with the knowledge, skills, and abilities of the classification will be applied. All candidates who meet the qualifications may compete for the vacant position. An evaluation of the Examination/Employment Application (STD. 678), Statement of Qualifications, and interview will be used to rate candidates. A pool of candidates will be created for the specific position identified on this bulletin which will include the ranking of each candidate.

Candidates will be notified in writing of their examination results.

## **FILING INSTRUCTIONS**

All interested applicants must submit:

- An original, signed State application (STD 678) which includes civil service titles and dates of experience.
- A Statement of Qualifications. The Statement of Qualifications is a discussion of the candidate's experience that would qualify him/her for this position. **The statement should be no more than two pages in length.**
- Resumes are optional and **do not** take the place of the Statement of Qualifications.

State application and Statement of Qualifications must be received or postmarked by the final filing date of **July 5, 2006**. Interagency mail received after this date will not be accepted. The State application and Statement of Qualifications are to be submitted to:

**Department of Transportation  
Division of Business, Facilities and Security  
ATTN: Clarissa Jones  
1120 N Street, MS 28  
Sacramento, CA 95814**

**APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION.**

Questions regarding this examination process should be directed to: Liz Ochoa, MSDP Analyst at (916) 227-7466/Calnet 8-498-7466.

## **ELIGIBILITY INFORMATION**

This examination **will not** establish a civil service list; therefore, candidates **will not** have the ability to transfer their eligibility to other departments.

## **REASONABLE ACCOMMODATION**

If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination and/or Employment Application form. You will be contacted to make specific arrangements. TTY users may contact the California Relay Service TTY line at 1-800-735-2929, the Voice line at 1-800-735-2922, or the Exams TTY line at (916) 227-7857/Calnet 8-498-7857 for assistance.

*For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please call or write to the California Department of Transportation, Office of Examinations and Special Programs, P.O. Box 168036, MS-86, Sacramento, CA 95816. Voice (916) 227-7858/Calnet 498-7858 or TTY (916) 227-7857/Calnet 498-7857. California Relay Service: Voice 1-800-735-2922 or TTY 1-800-734-2929.*